PPT Presentation Protocol

1. Title Slide
- Presentation Title
- Presenter Name & Designation
- Institution/Organization
- Date & Event Name

2. Slide Design Guidelines
- Font: Arial / Calibri / Verdana
- Font Size: Title 28–36 pt, Text 18–24 pt
- Background: Light color with dark text or vice versa
- Colors: Maximum 3 colors for text & design elements
- Use one consistent template for all slides

3. Content Rules
- 6x6 Rule: Max 6 bullet points per slide, 6 words per bullet
- Use keywords, not full sentences
- Avoid clutter – one idea per slide
- Use charts, diagrams, and images for data

4. Flow of Presentation
1. Title Slide
2. Introduction
3. Main Content
4. Analysis/Discussion
5. Conclusion
6. Acknowledgements
7. References
8. Thank You Slide

5. Time & Delivery
- 8–12 slides for a 10–15 min talk
- Speak naturally; don't read slides
- Maintain eye contact
- Minimal animations

6. Technical Requirements
- File format: .pptx
- Aspect ratio: 16:9
- Backup copy on USB/cloud
- Test on projector/screen before presentation